

## Volunteers Transport and Vehicles Policy & Procedure

**Applies to:** Leisure Buddy and Community Visitor Scheme (CVS) volunteers

Community Support Coordinators

**Specific responsibility:**

Business Support Coordinator (BSC)

Manager of Community Support

**Version:** 01 – New document

**Date approved:**

31/08/21

**Next review date:**

31/08/22

### Policy context:

Standards or other external requirements	ISO 9001:2015: 7.1.3
NDIS Practice Standards	17. Human Resource Management (Governance and Operational Management); 24. Safe Environment (Support Provision Environment); 11. Governance and Operational Management (Governance and Operational Management)
Legislation or other requirements	Victorian Road Rules
Contractual obligations	Volunteer Code of Conduct NDIS Registration requirements

### OBJECTIVE

This policy and procedure applies to Inclusion Melbourne volunteers assisting their match with transport, either when using their personal vehicle or when using public transport and is designed to ensure understanding of responsibilities and safety for the volunteer and Inclusion Melbourne NDIS Participants/Community Visitor Scheme (CVS) Recipients.

### SCOPE

Procedures strictly comply with Victorian road laws.

It is expected that volunteers will always comply with Victorian road laws and other laws and rules associated with transportation.

### POLICY STATEMENT

Inclusion Melbourne welcomes volunteers who wish to use their personal vehicle when providing support and recognises the benefit for the NDIS Participant/CVS Recipient.

Inclusion Melbourne volunteer program does not have operational funds to reimburse volunteers for costs associated with using their personal vehicle. However reimbursement for petrol costs may be available on a case by case basis related to a special grant or other extraordinary funding being available.

Procedures in this document stipulate safe travel practices for NDIS Participants/ CVS Recipients, the public and volunteers.

Any breach of Victorian road laws and of these procedures may have serious consequences for your volunteering.

A volunteer who has any concerns about using their personal vehicle or supporting their match to use public transport should discuss this with their Community Support Coordinator.

## PROCEDURES

### 1. Approval to use a personal vehicle when volunteering

Volunteers who wish to use their personal vehicle when volunteering must complete the following details on the Volunteer Application form.

- Drivers license number, expiry date and special conditions
- Vehicle details including model and type, registration number, insurance details
- The vehicle passes all roadworthy tests.

Inclusion Melbourne requires that volunteer drivers have comprehensive insurance.

The volunteer must have a full or probationary Victorian drivers' licence and provide a copy with their Volunteer Application Form.

The Driver declaration section on the Volunteer Application form must be completed acknowledging agreement to use a personal vehicle and confirming understanding and compliance with this policy and procedure.

Volunteers must contact their Community Support Coordinator immediately if there are any detail changes to their vehicle, licence or insurance cover.

### 2. Safe & smart travel

All volunteer drivers must abide by Victorian road laws when using their vehicle and transporting their match. *This includes not using a mobile device while driving at any time.*

In addition to the Victorian road laws, Inclusion Melbourne expects the following:

- Drivers will minimise distractions, including having the radio off or low, switching any mobile device to 'silent'.
- Drivers are fit and well to drive. If this is not the case, the driver should inform their Community Support Coordinator.

- That there will be no smoking.
- That the vehicle is clean and tidy.
- The vehicle is in good working order and has sufficient petrol
- That all vehicle occupants have their seat belt on before starting the vehicle.

### **3. Accidents**

- In the case of an accident if you or anyone else is injured please administer first aid or call an ambulance and/or police on 000 if required.
- Stay with the person you are supporting and contact their emergency contact if required.
- Contact your insurance company.
- Take notes and photos for future reference (for example: other vehicle registrations, location, time) to assist with insurance claims.
- Inform your Community Support Coordinator as soon as possible.

Your Community Support Coordinator will send you the following documents to complete with a reasonable timeframe after the accident:

- A NDIS Q&S Incident Report (where a Participant is involved)
- An Inclusion Melbourne Incident, Accident, Injury Investigation Form
- A Damage Report

Depending on the presence of an injury, other forms may also require completion.

It is expected that the volunteer's comprehensive insurance will cover all costs associated with an accident.

It is important to note that, although Inclusion Melbourne has professional indemnity insurance for all volunteers, this does not cover any civil suits brought against a volunteer, nor does it cover damage to the volunteers own vehicle .

### **4. Fines & traffic offences**

Traffic Offences and fines incurred whilst providing volunteer support in a personal vehicle is the responsibility of the Volunteer.

### **5. Public transport**

Volunteers supporting NDIS Participants on public transport are responsible to ensure that services are used in line with relevant safety regulations.

The volunteer may use their own Myki card or the Companion card of the person they support.

If the volunteer plans to use the Companion card of the person being supported, the volunteer should ensure that the person has their card prior to going on the outing and is prepared to show the Companion Card to public transport staff if required.

The Companion card is proof of a valid ticket for the volunteer and avoids the volunteer receiving a fine.

## DOCUMENTATION

Documents related to this policy	
Related policies	<a href="#">Incident Reporting</a> <a href="#">OHS</a>
Forms, record keeping or other organisational documents	Volunteer Application form: Driver Declaration <a href="#">Damage Report</a> <a href="#">Incident Report</a>

Reviewing and approving this policy	
Frequency:	Every 2 years
Approved by:	BSC and Manager of Community Support

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	31/8/21	Sally Baldry & Tess Lynch	31/8/23
2			
3			
4			